

## AREA DI RICERCA SCIENTIFICA E TECNOLOGICA DI TRIESTE - AREA SCIENCE PARK

### PUBLIC NOTICE ON THE COMPETITIVE SELECTION PROCEDURE FOR THE RECRUITMENT OF AN EXPERT IN PROJECT EVALUATION - PUBLIC NOTICE C6/2020

Area di Ricerca Scientifica e Tecnologica di Trieste - Area Science Park (hereinafter also “Area Science Park” or “the Institution”) is announcing a competitive selection procedure for the recruitment of an expert in project evaluation, within the framework of the project “INCIRCLE- *Support insular and low-density areas in the transition towards a more circular tourism economy*”.

#### ARTICLE 1 - DESCRIPTION

The abovementioned competitive procedure is aimed at selecting an expert in project evaluation. In coordination with the management of the Innovation and Projects Institute, the expert shall undertake the following activities for the Institution in compliance with the related deadlines:

- Develop an assessment of project impacts
- Facilitate the implementation and the transition between modules, preparing the necessary documentation (monitoring module and intermediate report) to be sent to the Joint Secretariat of the Interreg MED Program;
- Facilitate the closure of the project and its final evaluation, preparing the documentation (feedback form and final report) to be sent to the Joint Secretariat of the Interreg MED Program.

To this end, the expert will have to maintain regular contacts with the Lead partner and project partners and will participate remotely in the following project meetings:

- November 24<sup>th</sup>-25<sup>th</sup>, 2020, Athens (Greece)
- June 16<sup>th</sup>-17<sup>th</sup>, 2021, Barcelona (Spain)
- December 1<sup>st</sup>-2<sup>nd</sup>, 2021, Larnaka (Cyprus)
- May 4<sup>th</sup>-5<sup>th</sup>, 2022, Tirana (Albania)

The activity will be divided into phases, which must end with the achievement of the output and within the deadlines as follows:

<i>Phase</i>	<i>Description of the activity</i>	<i>Deliverable/Output</i>	<i>Approximate deadlines</i>
1	Development of an assessment of project impacts	Project impact assessment	15.06.2022
2	Facilitation of the implementation and the transition between modules, preparing the necessary documentation to be sent to the MED Joint Secretariat.	Monitoring module and intermediate report	30.06.2021
3	Facilitation of the termination of the project and its final evaluation, preparing the necessary documentation to be sent to the MED Joint Secretariat.	Feedback form and final report	30.06.2022

## ARTICLE 2 – TERMS OF CONTRACT AND REMUNERATION

The expert selected through the competitive procedure under this notice shall be appointed as a consultant with the expected starting date being September 1<sup>st</sup>, 2020. The appointment is expected to have a term of 21 months and shall be concluded by June 30<sup>th</sup>, 2020.

The remuneration for the activities under article 1 amounts to euro 6,300.00, net of any social contribution owed by the Institutions. VAT shall be added to such amount at the rate prescribed by the law, if applicable.

The expert shall be paid in the following tranches:

<i>Phase</i>	<i>Description of the activity</i>	<i>Amount</i>	<i>Approximate deadlines</i>
1	Facilitation of the implementation and the transition between modules, preparing the necessary documentation to be sent to the MED Joint Secretariat.	1.000,00	15.07.2022
2	Development of an assessment of project impacts.	4.300,00	31.07.2021
3	Facilitation of the closure of the project and its final evaluation,	1.000,00	30.06.2022

	preparing the necessary documentation to be sent to the MED Joint Secretariat.		
--	--	--	--

The remuneration is intended to include any travels expenses, room and board, as well as any other expenses incurred by the expert in the performance of his or her tasks.

The renewal of the appointment under this notice is not permitted. Any extension shall be exceptionally allowed exclusively to complete the tasks and due to delays not ascribable to the expert, without affecting the amount of the remuneration above.

### **ARTICLE 3 – PERFORMANCE OF THE TASK**

The activities under article 1 shall be personally performed by the expert, independently and without relationship of subordination, in coordination with the management of the Innovation and Projects Institute of Area Science Park and reporting to it with regard to the progress of the activities and the results achieved, based on the time frame as specified in article 1 and agreed upon with said management.

### **ARTICLE 4 – ELIGIBILITY CRITERIA FOR THE COMPETITIVE PROCEDURE**

The eligibility criteria for applicants in the competitive procedure under this notice are the following:

1. being an Italian citizen or a citizen of a member state of the European Union or a citizen of another country;
2. enjoying full rights of citizenship;
3. not having criminal convictions and not being the subject of individual orders concerning the application of preventive measures, civil decisions and administrative measures registered in the criminal record;
4. not being subject to criminal proceedings;
5. holding a degree obtained with the old Italian university system or an equivalent academic qualification obtained abroad. In the event that the qualifications obtained abroad have not already been recognized in Italy with the aforementioned procedure, equivalence will be assessed, only for the purposes of the admission of the candidate to this selection, by the evaluation committee set up by the institution;
6. having documented experience in territorial cooperation programs and projects, for a period of at least three years (non-consecutively calculated as well);
7. having documented experience in project evaluation, for a period of at least three years (non-consecutively calculated as well);
8. having excellent knowledge of the English language;
9. being available to carry out the service, approximately from September 1<sup>st</sup>, 2020 to June 30<sup>th</sup>, 2020.

## ARTICLE 5 – EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

The following educational and professional qualifications of the applicants admitted to the procedure shall be subject to the competitive evaluation:

1.	CRITERION A: Additional months and years of experience compared to the minimum admission requirements set up by the present notice
2.	CRITERION B: Post-graduate specialization qualifications, such as a Master’s degree and/or PhD in the main topics as specified in art.1;
3.	CRITERION C: Experience gained in the evaluation of social and/or environmental impacts of projects

## ARTICLE 6 – SELECTION METHODS

The selection shall be made by an evaluation committee particularly appointed for the purpose and shall be based on the evaluation criteria of the educational and professional qualifications. In particular, the correspondence of the qualifications and skills of the applicants with the required educational and professional qualifications of the position advertised shall be taken into consideration.

First, the committee will draft a list of applicants who submitted their application within the deadline. Then, it will be verified the absence of any cause of incompatibility between the members of the evaluation committee and the candidates.

Subsequently, the committee shall select the applications based on the eligibility criteria, to then evaluate the educational and professional qualifications of the admitted applicants.

Overall, the committee may assign up to 100 points for the evaluation of the educational and professional qualifications as specified by each applicant in their application and CV annexed to such application, that will be awarded according to the following criteria:

art. 5, point 1)	Criterion A	Additional months and years of experience compared to the minimum admission requirements set up by the present notice
art. 5, point 2)	Criterion B	Post-graduate specialisation qualifications, such as a Master’s degree and/or PhD in the main topics as specified in art.1;
art. 5, point 3)	Criterion C	Experience gained in the evaluation of social and/or environmental impacts of projects

The committee shall provide the details of the criteria adopted in the evaluation of the educational and professional qualifications above as deemed necessary and useful, prior to reviewing the declarations pertaining to such qualifications and the CVs of the applicants.

Applicants may submit lists of references, contracts, abstracts of their relevant work and publications which will be evaluated by the committee.

The contract will be awarded to the applicant who has obtained the highest overall score, in any case not lower than 70/100.

Should a single valid application be submitted, the Innovation and Projects Institute Director may assign the contract through a direct award procedure, on condition that the applicant meets the eligibility criteria and the qualification requirements as per this notice.

In case of a tie between the selected candidates, the younger candidate will be given priority.

Should the candidate who ranked first in the final list not accept the assignment or in the event of a failure whatsoever to award the contract to such candidate, the institution may select another expert from the ranking list, at its sole discretion. The institution reserves the right to carry out checks on the truthfulness of the statements contained in the applications for participation in the procedure, in the CVs and in any other documentation submitted.

#### **ARTICLE 7 – APPLICATION AND DEADLINE FOR SUBMISSION**

Applicants must submit their applications to Ufficio Pianificazione, Performance e Appalti, Sezione Affari Istituzionali, Appalti, Processi e Sistemi Informativi Area di Ricerca Scientifica e Tecnologica di Trieste - Area Science Park, Padriciano 99, 34149 Trieste, by registered email with return receipt or by hand delivery or sent by equivalent IT means (personal certified email) to the address [protocollo@pec.areasciencepark.it](mailto:protocollo@pec.areasciencepark.it) **at the latest by August 14<sup>th</sup>, 2020 at 12.30pm**, otherwise the applications shall be excluded from the selection procedure.

Please be informed that the Ufficio Affari Generali - Protocollo (Administration - Registry Office) is open from 8.30am to 12.30pm, on Monday to Friday.

Applications must contain the declarations as per the template annexed to this notice and include a professional CV of the applicants, which should highlight the educational and professional qualifications meeting the requirements of this notice, as well as any other element which applicants may deem interesting for their evaluation. A photocopy of a valid ID of the declarant must be enclosed to the aforementioned declarations.

Should the application be submitted by registered mail with return receipt or be delivered by hand, the envelope must clearly bear the following wording in Italian: **“Procedura comparativa per la selezione di un esperto in valutazione dei progetti, Avviso n. C6/2020”** [*“Competitive procedure for the selection of an expert in project evaluation. Public notice no. C6/2020”*, translation provided

*only for intelligibility purposes*]. In case of registered mail, the envelopes must be received within the given deadline, otherwise they will not be taken into consideration.

Should the application be submitted by personal certified email, the subject of the email message must likewise contain the following wording in Italian: **“Procedura comparativa per la selezione di un esperto in valutazione dei progetti, Avviso n. C6/2020”** [*“Competitive procedure for the selection of an expert in project evaluation. Public notice no. C6/2020”, translation provided only for intelligibility purposes*].

Regarding the applications submitted by personal certified email, you are advised as follows.

Applications may be submitted by sending a personal certified email to the certified email address of the institution. Applicants using personal certified emails must comply with the following instructions to obtain the official filing and the application assignment.

1. Applications and the relevant annexes sent to the institution’s certified email address can only be sent from the certified email address of the applicant, not from accounts of any third parties. Indeed, only in this case are applicants identified by the IT system with their access credentials for their personal certified email accounts, as specified in article 16-bis of Legislative Decree no. 185 of 2008, converted by Law no. 2 of 2009. Applications and annexes sent pursuant to the law above are equivalent to applications and annexes signed in their original copies before an employee in charge of the procedure;
2. Certified email notices can only be sent to the certified email address of the Institution, not to personal or professional email accounts. Only eligible notices sent to such address shall be officially filed, i.e. they shall be formally accepted by the Institution. The overall size of the relevant annexes sent to the official certified email address must not exceed 10MB to ensure smooth operation of the system and effective filing. Annexes to certified email notices must be in PDF format so that they cannot be altered. Scanning of the documents is not advisable, as it implies a larger size of the files;
3. The message containing the proof of delivery of the certified email notification to the Institution’s server, also including the identification code of the message, is evidence that the notification has been received at the Ufficio Affari Generali - Protocollo (Administration - Registry Office); the sender shall check that the message has been successfully delivered.

Only foreign citizens not domiciled in Italy and Italian citizens domiciled/living abroad may optionally send their applications and any relevant annexes—in a non-editable PDF format bearing a digital signature or a handwritten signature on the original—from ordinary email accounts to the certified email account of the Institution, to the address: [protocollo@pec.areasciencepark.it](mailto:protocollo@pec.areasciencepark.it), specifying in the subject: **“Procedura comparativa per la selezione di un esperto in valutazione dei progetti, Avviso n. C6/2020”** [*“Competitive procedure for the selection of an expert in project evaluation. Public notice no. C6/2020”, translation provided only for intelligibility purposes*]. Evidence of the validity of the submission of the application is the delivery date of the email, which must be received

at the Institution's certified email account **at the latest by August 14th, 2020 at 12.30pm**, otherwise applications shall be excluded. Applicants using this submission method shall receive an e-mail confirming the receipt of the application. The maximum size of the applicant's email message, including annexes, should not exceed 5MB. If the application cannot be signed digitally, the winning candidate must validate their application by signing it manually before signing the actual contract.

If applicants have sent their applications by certified email, the Institution is entitled to use such certified email in the course of the procedure and send any notice to the certified email account of the applicant.

The signature in the application is not subject to authentication. A non-authenticated photocopy of a valid ID of the applicant must be attached to the application. Should the applicant send his or her application using their certified email account, he or she is not required to sign the document and attach a copy of their ID.

Applications received after the deadline shall not be taken into account.

For this purpose, only applications delivered by hand at the Ufficio Affari Generali - Protocollo (Administration - Registry Office) of the Institution or delivered by registered mail with return receipt **at the latest by August 14th, 2020 at 12.30pm**, shall be considered valid. The stamp and the date of the Administration - Registry Office shall serve as proof.

In the application, under their own responsibility, the candidate shall provide a declaration on the following:

- personal details, place and date of birth, address of residency, telephone number, email address, Italian taxpayer code and VAT number if applicable;
- being an Italian citizen or a citizen of a member state of the European Union or a citizen of another country;
- enjoying full rights of citizenship;
- not having criminal convictions and not being the subject of individual orders concerning the application of preventive measures, civil decisions and administrative measures registered in the criminal record;
- not being subject to criminal proceedings;
- holding a Bachelor's degree obtained with the old university system or an equivalent academic qualification obtained abroad. In the event that the qualifications obtained abroad have not already been recognized in Italy with the aforementioned procedure, equivalence will be assessed, only for the purposes of the admission of the candidate to this selection, by the evaluation committee set up by the Institution;
- having documented experience in territorial cooperation programs and projects, for a period of at least three years (non-consecutively calculated as well);
- having documented experience in project evaluation, for a period of at least three years (non-consecutively calculated as well);

- having excellent knowledge of the English language;
- being available to carry out the service, approximately from September 1<sup>st</sup>, 2020 to June 30<sup>th</sup> 2020.
- having read this notice and accepting its conditions in full.

#### **ARTICLE 8 – COMMITTEE AND RANKING LIST**

The committee shall consist of three members plus a secretary and be appointed by the Innovation and Projects Institute Director. The committee shall formulate a ranking list based on the decreasing order of the points assigned to candidates based on the sum of the evaluation of the educational and professional qualifications as per article 5.

The Innovation and Projects Institute Director shall adopt the documents containing the ranking list produced by the committee by a specific measure. Such measure shall be made public by publication on the website of the Institution and in the computerized Board of the same.

Such ranking list may be used to assign further similar tasks in the future, should the need arise.

All the information, the amendments and the integrations relating to this notice shall be published on the same web page of the Institution and in the computerized Board of the same.

#### **ARTICLE 9 – SIGNATURE OF THE CONTRACT**

The successful candidate(s) shall be invited in writing no later than August 30<sup>th</sup>, 2020 to sign the contract related to the assignment as per article 1 of this notice with the Institution.

#### **ARTICLE 10 – PROCESSING OF PERSONAL DATA**

Pursuant to article 13 of the Regulation (EU) 2016/679 (General Data Protection Regulation – GDPR) and in relation to the personal data provided by candidates in the selection procedure or in any case acquired by Area Science Park, please be informed of the following:

1. Identity and contacts of the data controller – the personal data controller is Area di Ricerca Scientifica e Tecnologica di Trieste – Area Science Park, with registered headquarters in Trieste, Padriciano, 99. Applicants, in their capacity as data subjects, may contact the data controller by writing to the address above or sending an email to the following email addresses: [urp@areasciencepark.it](mailto:urp@areasciencepark.it) – certified email: [protocollo@pec.areasciencepark.it](mailto:protocollo@pec.areasciencepark.it).
2. Contacts of the Data Protection Officer – Area Science Park has appointed a Data Protection Officer pursuant to article 37 of the GDPR, who can be contacted by writing to the following email address: [rpd@areasciencepark.it](mailto:rpd@areasciencepark.it).
3. Purpose and legal basis of personal data processing – the data shall be processed in order to select the expert in project evaluation and establish, manage and terminate the relationship with her/him. Such operations shall include but is not limited to: fulfilment of the obligations



arising out of the applicable legislation or the individual contract, payment of the fees, planning of the tasks, individual or collective exercise and enjoyment of the rights and benefits connected with the assignment or the termination of the same.

In addition to personal data, fiscal data and other common data, the processing shall also cover—within the limits in which it shall be necessary to comply with the obligations established by law, EU regulations and legislation—sensitive and/or judicial data of the expert identified analytically in Schedules A, B and C of the Regulation for the processing of sensitive and judicial data of the Institution, adopted with Presidential Decision no. 4 of 14 July 2006 and published in Gazzetta ufficiale della Repubblica italiana, General Series, of 4 August 2006, no. 180, and shall take place in fulfilment of the obligations and tasks provided for by the regulatory sources on the basis of which the processing is carried out.

The legal basis of the processing of personal data is found in the rules governing the establishment, management and termination of employment relationships of any kind, either dependent or self-employed, even unpaid or part-time or temporary, and other forms of employment that do not involve the establishment of a subordinate employment relationship, as well as in article 9 of Legislative Decree 381/1999 and in article 3 of Legislative Decree 218/2016, which assign statutory autonomy to Area Science Park and govern the content of its Statute, which in article 3, paragraph 2, letter l) authorises the Institution to carry out all useful actions for the attainment of its Institutional aims.

4. Recipients and categories of recipients of personal data – The personal data being processed may be transferred to the following subjects: pension, social security and healthcare institutions legally entrusted by the State; insurance companies selected for specific risk coverages; credit and/or financial institutions for the payment of salaries and fees; Institution bodies, including supervisory ones; bodies providing services in relation to the organisation of conferences, meetings, courses; holders of the right of access and subjects involved in various capacities in the institutional activities of Area Science Park. With specific regard to sensitive and judicial data, it may be disclosed to the subjects and for the purposes identified by the aforementioned Regulation for the processing of sensitive and judicial data of the Institution. Personal data may be transferred to third countries or national and international organisations based abroad, however on condition that an appropriate level of protection of individuals is guaranteed. The data may also be disseminated by publication on the Board of the Institution and on the website of Area Science Park. Only with the express consent of the consultant can photographs and video footage showing him or her be disseminated through the press or promotional material on the activities of Area Science Park, as well as through other publications, websites and dedicated portals, television, radio, social media and other media.

5. Period of personal data retention – The data processed shall be retained for the period necessary under the current legislation on archives, applicable to public bodies, with the exception of any authorization for disposal.
6. Rights of the data subject – In relation to his or her personal data, applicants may exercise the following rights:
  - a. right of access to personal data;
  - b. right to rectification of the data or restriction of processing;
  - c. right to object to the processing;
  - d. right to data portability (right applicable exclusively to data in an electronic format), as per article 20 of the GDPR;
  - e. right to lodge a complaint with a supervisory authority.

Please note that to exercise the rights referred to in letters a) to d) applicants may send an email to the following address: [rpd@areasciencepark.it](mailto:rpd@areasciencepark.it). Area Science Park is required to provide a response within one month from the request. That period may be extended to three months, taking into account the complexity of the subject matter.

7. Compulsory or optional nature of data submission and consequences of a failure to provide personal data – The submission of your personal data is mandatory to participate in the competitive procedure and for the signing of the related contract when applicable; therefore a failure to provide such data may preclude the aforementioned activities.

#### **ARTICLE 11 – PERSON RESPONSIBLE FOR THE PROCEDURE**

The person responsible for the competitive procedure under this notice is the Innovation and Projects Institute Director, Mr. Massimiliano Rudella. Any information can be requested to:

- Ms. Fabrizia Salvi, e-mail: [fabrizia.salvi@areasciencepark.it](mailto:fabrizia.salvi@areasciencepark.it), tel. 040 3755153;
- Ms. Anja Starec, e-mail: [anja.starec@areasciencepark.it](mailto:anja.starec@areasciencepark.it), tel. 040 3755192.

#### **ARTICLE 12 – ANTI-CORRUPTION RULES**

The person to whom the position of consultant shall be assigned will be required to provide a specific declaration regarding the absence of causes for inability to contract with the Public Administration, pursuant to art. 53, paragraph 16ter, of Legislative Decree no. 165/2001.

#### **ARTICLE 13 – FINAL PROVISIONS**

In any case, Area di Ricerca Scientifica e Tecnologica di Trieste - Area Science Park reserves the right to cancel or revoke this procedure in whole or in part, extend the terms thereof, or not to proceed with the assignment of the consultancy, also in relation to the procurement of financial resources necessary for such purpose. Any claim on the part of applicants in this regard shall be rejected.



For anything not expressly provided for in this Public Notice, reference is made to the laws and regulations in force.

Any dispute arising out of or in connection with this procedure shall be subject to the exclusive jurisdiction of the Court of Trieste.

Trieste, July 13<sup>th</sup>, 2020

Stefano Casaleggi  
Managing Director

*This template provides an outline to be followed when drafting the application, which must be hand-written in block letters or type-written and sent to the address reported below*

**Area di Ricerca Scientifica e Tecnologica di Trieste -  
Area Science Park**

**Ufficio Pianificazione, Performance e Appalti**

**Sezione Affari Istituzionali, Appalti, Processi e  
Sistemi Informativi**

Padriciano, 99

34149 TRIESTE

The undersigned (please insert name and surname, Italian tax identification number if applicable, VAT number if applicable) \_\_\_\_\_

- pursuant to articles 46 and 47 of D.P.R. n. 445 dated December 28, 2000 and aware of the liability which may arise in the case of false declaration, pursuant to art. 76 of the above;
- aware that in case, because of checks carried out by Area Science Park, the declaration made by the undersigned was found to be false, this would result in the immediate forfeiture of the obtained benefit, pursuant to art. 75 of D.P.R. n. 445 dated December 28, 2000;

**applies for participation**

**in the competitive selection procedure for the recruitment of experts in project evaluation –  
Public notice C6/2020**

**and declares:**

- to be born in \_\_\_\_\_ (please insert place of birth) on \_\_\_\_\_ (please insert date of birth using the format day/month/year);
- to be living in \_\_\_\_\_ (please insert municipality and postal code) at the following address \_\_\_\_\_ (please insert full address);
- to be reachable at the following contacts: phone number \_\_\_\_\_, email address \_\_\_\_\_;
- to be a citizen of \_\_\_\_\_ (please insert country of citizenship);
- to enjoy full civil and political rights;

- in case the applicant has a different citizenship than Italian, to enjoy civil and political rights in the country of origin, or to justify as follows a different condition:  
\_\_\_\_\_;
- not to have had any criminal convictions or other criminal records;
- not to be subject to criminal proceedings;
- to hold a Bachelor's degree or a degree obtained within the Italian "*Vecchio Ordinamento*" university system or an equivalent academic qualification obtained abroad in (please insert type of degree and subject) \_\_\_\_\_ achieved on \_\_\_\_\_ (please insert date) at the University of \_\_\_\_\_ (please insert university name);
- to have documented experience in territorial cooperation programs and projects, for a period of at least three years (non-consecutively calculated as well);
- to have documented experience in project evaluation, for a period of at least three years (non-consecutively calculated as well);
- to have excellent knowledge of the English language;
- to be available to carry out the service, approximately from September 1<sup>st</sup>, 2020 to June 30<sup>th</sup>, 2020;
- to have attached a professional CV in EU format to the application, for evaluation of the educational and professional qualifications as per art. 5 of the Public Notice C6/2020 and a copy of a valid identity document;
- to have read the contents Public Notice C6/2020 and to its conditions in full.

Place, date

Name and Surname  
Signature

---